

CALIFORNIA'S ACCESS TO VISITATION GRANT PROGRAM

REQUEST FOR PROPOSALS (RFP) AND GRANT APPLICATION

FISCAL YEAR 2009–2010

BUDGET INSTRUCTIONS

Each court and any of its subcontractors are required to submit a grant program budget and budget justification narrative with the RFP grant application. If the court is awarded grant funding, the court will be required to have a written agreement with their subcontractor and a copy of this agreement between the court and its subcontractors must be submitted to AOC grant accountant at the time invoices are submitted for reimbursement.

Please complete and submit the following with the grant application:

- Applicant court budget form and budget justification narrative;
- Subcontractor budget summary form and justification narrative (i.e., this is a summary of all the subcontractors budgets rolled into one single form); and
- Subcontractor budget form and budget justification narrative (i.e., each subcontractor agency must complete an individual separate budget form/narrative).

You should review the sample budget form and budget justification narratives prior to completing the budget forms. You should also review the federal OMB circulars A-87 and A-122 regarding allowable and unallowable costs for budget line item expenditures and reimbursable costs. **The budget forms and sample are available at <http://www.courtinfo.ca.gov/programs/cfcc/resources/grants/a2v.htm>.** Please remember that each budget line item category **requires a justification narrative** that explains the reason for the proposed cost expenditure.

Salaries

Under this budget category, you should include the salaries for individuals/employees of the court whose work is tied to the administration and operation of the grant program. **List each staff member's job title/position, time commitment to the project (as a percentage of time spent on the project or number of hours), salary or hourly rates, and responsibilities associated with the operation and/or administration of the project.** Do not include the cost of consultants or the personnel costs of delegated agencies or specific projects/business to be financed by the applicant.

Fringe Benefits

Under this budget category, you should include only the cost of employer-paid fringe benefits such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the administration and operation of the grant program.

You must also provide the employee benefits and rates (such as health insurance 10 percent, FICA 7.65 percent, unemployment insurance 2 percent, workers' compensation 3 percent, etc.).

Travel and Training Expenses

Under this budget category, you should include the costs for travel and training related to transportation, lodging, subsistence, and other-related expenses incurred by employees for the attendance at any conference, training, or meetings sponsored by the Administrative Office of the Courts' Center for Families, Children & the Courts (CFCC). The **budget must include** costs for travel for the Family Court Services applicant court grant program administrator and the subcontractor grant program administrator for attendance at the annual State Access to Visitation Program Administrators Meeting.

On the budget form indicate the number of travels/trainees, the purpose of the trip, location, and costs of expenses. Travel costs associated with cross-training events or meetings among the multicourt, multisite jurisdictions can be charged to the Access to Visitation Grant. These costs may be charged on an actual cost basis and must not exceed the state rate. **The Access to Visitation Grant will not reimburse grantees to attend non-AOC sponsored conferences or trainings.**

All travel expenses must be within the California Department of Personnel Administration guidelines (contact the AOC for a copy of this), which are as follows:

Meal/Incidental Expenses

Breakfast – actual not to exceed	\$6
Lunch – actual not to exceed	\$10
Dinner – actual not to exceed	\$18
Incidentals – actual not to exceed	\$6

Incidentals may only be claimed after 24 hours of travel.

Lodging is allowed at the actual amount up to a maximum rate of \$110 plus tax and energy surcharge when applicable. In the counties of Alameda, San Francisco, San Mateo, and San Clara, lodging is allowed at the actual amount up to a maximum rate of \$140 plus tax and energy surcharge when applicable. Mileage allowance is .585 cents per mile if privately owned vehicle will be used.

Other Direct Costs

Under this budget category, you should include (but is not limited to) the costs of direct expenses or materials such as office supplies, postage, printing and copying materials, rent, liability insurance, equipment rental, and minor equipment related to the administration and operation of the grant program. Specify the direct expense items and provide a justification for the proposed costs. Please note that equipment costs that exceed \$500 require prior written approval by the Access to Visitation Grant program manager. **Consult the OMB Circulars A-87 and A-122 for the list of allowable and unallowable costs.**

Fingerprinting. The Access to Visitation Grant Program will reimburse fingerprinting costs for subcontractor staff personnel who work directly on the grant program providing supervised visitation and exchange services. These costs must not exceed \$1,000 in total.

Memberships, Subscriptions, and Professional Activity Costs. Please note that while this cost category is listed as an allowable cost area under the OMB Circulars, the Access to Visitation Grant Program **will not reimburse the court and any of its subcontractors** for this cost.

Contractual and Consultant Services

This budget category should contain any professional consultant services and associated costs necessary to complete project objectives. This category also includes contracts to subcontracting agencies. For consultant services, list each consultant's name, if known, type of service, hourly or daily rate, and estimated time commitment to the project. For contracts with subcontracting agencies, list the names of the agencies, type of service, and contract amount.

All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open and free competition. If procurement competitions were held or if sole-source procurement is being proposed, attach a list of proposed contractors, the estimated dollar amounts, and a description of the award selection process. Also, provide backup documentation to support the selection process.

Note: Whenever the applicant/grantee intends to delegate parts of the program to other agencies, the applicant/grantee must provide a detailed budget narrative (see sample budget narrative in grant application) for each delegate agency by title, along with the required supporting information referenced in these instructions. This requires approval from the program manager.

Indirect Costs

The court may charge indirect costs at the state or federal approved rate. In lieu of an approved rate, the court may use a standards indirect cost rate equal to ten percent (10%) of the direct salary and wages costs of providing services, excluding overtime, shift premium, and all other fringe benefits. **The court may not apply the indirect rate to the subcontractor's salaries and the subcontractor's are not allowed to charge indirect costs.**

Match Requirement

There is a 20 percent (nonfederal) matching-funds requirement for the grant. The match can be cash or in-kind. On the budget form, you must explain the type of match to be used in meeting this requirement.

Program Income

Effective fiscal year 2009–2010, the court and any of its subcontractors are prohibited from collecting any program income for any clients served under the Access to Visitation Grant Program.

**CALIFORNIA'S ACCESS TO VISITATION GRANT PROGRAM FOR ENHANCING
RESPONSIBILITY AND OPPORTUNITY FOR NONRESIDENTIAL PARENTS**

Fiscal Year 2009–2010

SAMPLE BUDGET FORM AND JUSTIFICATION NARRATIVE

*This is an illustration of a sample detailed budget and narrative for the
grant funding period.*

APPLICANT COURT BUDGET SUMMARY FORM

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Court Fiscal Contact:	Joe Smith
Date:	December 12, 2008		

Budget Categories	Costs	20% Matching Requirement
Salaries	\$0	\$6,840
Fringe Benefits	\$0	\$2,917
Travel & Training Expenses	\$1,206	
Other Direct Costs	\$390	
Contractual & Consultant Services	\$58,404	\$13,765
Indirect Costs	\$0	
TOTAL BUDGET	\$60,000	
TOTAL MATCH		\$23,522
PROGRAM INCOME	\$0	

ACCESS TO VISITATION GRANT PROGRAM

APPLICANT COURT BUDGET FORM AND JUSTIFICATION NARRATIVE *Fiscal Year 2009–2010*

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & Email Address:	352-222-4444 joe.smith@maincourts.com
Date:	December 12, 2008		

SALARIES

Instructions: Under personnel, this budget category should include salaries for individuals/employee of the court whose work is tied to the administration and operation of the grant program.

Position	Annual Salary/Rate	Time Allocated to Grant	Cost
		TOTAL	\$0

SALARIES JUSTIFICATION: Describe the role and responsibilities of each position.

FRINGE BENEFITS

Instructions: List all components of allowable fringe benefits rate. Note that this budget category should contain only the cost of employer-paid fringe benefits such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the administration/operation of the grant program. You are required to provide the employee benefits and rates.

Component	Rate	Salary	Cost
FICA/ Medicare			
Workers Compensation			
Unemployment insurance			
Taxes			
		TOTAL	\$0

FRINGE BENEFITS JUSTIFICATION: List and explain applicable fringe benefits for the project.

TRAVEL & TRAINING EXPENSES

Instructions: Include budget costs for travel and attendance of the FCS applicant court grant administrator for the annual State Access to Visitation Program Administrators Meeting (other staff may attend but the FCS person is required to attend the meeting). Travel and training costs shall not exceed the approved state rate. The Access to Visitation Grant will not reimburse grantees to attend non-AOC sponsored conferences or trainings.

Purpose Of Travel	Location	Item	Cost
Attendance at AOC annual State Access to Visitation Program Administrators Meeting	San Francisco	Airfare	\$500.00
		Hotel	\$453
		Per Diem (meals)	\$136
Trip to collaborative partnership courts for grantee meetings	Greenville	Mileage	\$117
		TOTAL	\$1,206

TRAVEL & TRAINING JUSTIFICATION: Describe the purpose of the travel and how costs were determined.

The costs above are for two staff members to attend the required annual State Access to Visitation Program Administrators meeting in San Francisco. Local travel costs are needed to attend court/county collaborative meetings with grantees regarding grant project activities. Local travel is based on the AOC approved state rate.

OTHER DIRECT COSTS

Instructions: List costs of materials or expenses for office supplies, postage, printing, rent, liability insurance, fingerprinting, and equipment for the administration and operation of the grant program. Please consult the OMB Circulars A-87 and A-127 for the list of allowable and unallowable costs.

Items	Rate	Cost
General office supplies	\$32.50/mo. x 12 mo.	\$390
	TOTAL	\$390

OTHER DIRECT COSTS JUSTIFICATION: Describe need and explain how costs were estimated. Breakdown costs into cost/unit and explain the use of each item requested.

The offices supplies are needed for general operation of the grant program.

Contractual & Consultant Services

Instructions: This budget category should contain any professional consultant services and associated costs necessary to complete program objectives. This category also includes contracts to subcontracting agencies and generally includes funds paid to non-employees for services or products.

Subcontractor Name	Service	Cost
Project Director A	Contractual services-Project management	\$8,444
Subcontractor B: ABC Visitation Agency	Contractual services	\$11,386
Subcontractor C: Kids R Us	Contractual services	\$4,848
Subcontractor D: Happy Family	Contractual services	\$17,826
Subcontractor E: Kids' World	Contractual services	\$15,900

	TOTAL	\$58,404

CONTRACTUAL/CONSULTANT JUSTIFICATION: Explain the need for each contractual agreement and how they relate to the grant program.

The court will enter into an MOU agreement with the four subcontracting agencies listed above to provide the grant-related services of supervised visitation and exchange services under the courts Access to Visitation Grant Program. The grant amounts above are the anticipated grant funding allocation to each of the subcontractors.

INDIRECT COSTS

Instructions: Indirect costs can only be claimed by the court at the state or federal approved rate. In lieu of an approved rate, the court may use a standard indirect cost rate equal to ten percent (10%) of the direct salary and wages costs of providing services, excluding overtime, shift premium, and all other fringe benefits. See budget instructions for complete details.

Item	Rate	Cost
N/A	N/A	
	TOTAL	\$0

INDIRECT COSTS JUSTIFICATION: Explain the type and rate for indirect cost categories.

N/A

COURT BUDGET TOTAL	\$60,000
---------------------------	-----------------

MATCH

Instructions: There is a 20% non-federal matching funds requirement for the grant. The match can be cash or in-kind. Describe the source of the match and projected costs to meet the match requirement.

Match Item	Match Source	Computation	Cost
Accountant	Trial Court Funding	15 hrs/mo x \$18/hr x 12 months	\$3,240
Program Director	Trial Court Funding	10 hrs/mo x \$30/hr x 12 months	\$3,600
		Fringe Benefits: 42.65% x \$6,840	\$2,917
		COURT MATCH TOTAL	\$9,757

MATCH JUSTIFICATION: Explain the type and source of the match that will be used to meet the grant requirement.

The court will use grant accounting staff to prepare budgets, submit invoicing reports/bills, ensure accounts payable, and address fiscal matters related to the grant program. The program director will be responsible for overseeing the administration of the grant program.

PROGRAM INCOME

The court and any of its subcontractors are prohibited from collecting any program income for any clients served under the Access to Visitation Grant Program.

Program Income	Source of Program Income	Cost
Prohibited by the grant program for court and any of its subcontractors	N/A	\$0

ACCESS TO VISITATION GRANT PROGRAM

SAMPLE SUBCONTRACTOR AGENCY BUDGET SUMMARY FORM *Fiscal Year 2009–2010*

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & E-Mail Address:	352-222-4444 joe.smith@maincourts.com
Date:	December 12, 2008		

Summary of Subcontractors & Consultants' budget by categories

Name of Subcontractor Agency	Agency A	Agency B	Agency C	Agency D	Agency E	
Budget Categories	Project Director	ABC Visitation Agency	Kids R Us Group	Happy Family	Kids' World	Total
Salaries	\$8,100	\$8,300	\$0	\$11,371	\$12,600	\$40,371
Fringe Benefits		\$1,660		\$3,334	\$2,123	\$7,117
Travel & Training Expenses	\$344	\$436	\$390			\$1,170
Other Direct Costs		\$990	\$350	\$3,121	\$1,177	\$5,638
Contractual & Consultant Services			\$4,108			\$4,108
TOTAL BUDGET	\$8,444	\$11,386	\$4,848	\$17,826	\$15,900	\$58,404
TOTAL MATCH	\$0	\$1,100	\$1,200	\$3,565	\$7,900	\$13,765
PROGRAM INCOME	Prohibited by grant	Prohibited by grant	Prohibited by grant	Prohibited by grant	Prohibited by grant	\$0

ACCESS TO VISITATION GRANT PROGRAM

SUBCONTRACTOR AGENCY BUDGET FORM AND JUSTIFICATION NARRATIVE *Fiscal Year 2009–2010*

Applicant Court:	Superior Court of Main County		
Court Fiscal Contact:	Joe Smith	Phone Number & E-Mail Address:	352-222-4444 joe.smith@maincourt.com
Subcontractor Agency Name:	ABC Visitation Agency		
Subcontractor Contact	Tom Smith	Phone Number & E-Mail Address:	351-123-4567 tsmith@abc.org
Date:	December 12, 2008		

SALARIES

***Instructions:** Under personnel, this budget category should include salaries for individuals/employees whose work is tied to the administration and operation of the grant program.*

Position	Annual Salary/Rate	Time Allocated to Grant	Cost
Program Manager	\$62,400	.96% (20 hours)	\$600
Visitation Supervisors	\$29,120	13.22% per person	\$7,700
		TOTAL	\$8,300

SALARIES JUSTIFICATION: Describe the role and responsibilities of each position.

The Program Manager will be responsible for the preparation and coordination of grant-related materials and information required by the grant program. This includes review of data collection, review of quarterly progress reports, and presenting Parenting Education Workshops. The two Visit Supervisors will be responsible for providing supervised visitation and exchange services for clients.

FRINGE BENEFITS

***Instructions:** List all the fringe benefits paid by the employer such as health insurance, FICA, unemployment insurance, workers' compensation, etc. for those individuals who are directly involved in the operation of the Access to Visitation Grant program. Provide employee benefits and rates below.*

Component	Rate	Salary	Cost
FICA/ Medicare	7%	\$8,300	\$581
Workers Compensation	3%	\$8,300	\$249
Unemployment insurance	2%	\$8,300	\$166
Taxes	8%	\$8,300	\$664
		TOTAL	\$1,660

FRINGE BENEFITS JUSTIFICATION: List and explain applicable fringe benefits for the project.

The benefit rate total is 20% for all employees from the subcontractor agency.

TRAVEL & TRAINING EXPENSES

Instructions: Include budget costs for travel and attendance of the subcontractor grant program administrator for the annual State Access to Visitation Program Administrators Meeting (other staff may attend but the AV subcontractor program administrator is required to attend). Travel and training costs shall not exceed the approved state rate. The Access to Visitation Grant will not reimburse grantees to attend non-AOC sponsored conferences or trainings.

Purpose Of Travel	Location	Item	Cost
1 staff person to attend the annual State Access to Visitation Program Administrators Meeting	San Francisco	Airfare	\$302
		Hotel	\$110
		Per Diem (meals)	\$24
		TOTAL	\$436

TRAVEL & TRAINING JUSTIFICATION: Describe the purpose of the travel and how costs were determined.

The costs above are for one staff to attend the required annual State Access to Visitation Program Administrators meeting in San Francisco. Local travel is based on the AOC approved state rate.

OTHER DIRECT COSTS

Instructions: List costs of materials or expenses for office supplies, postage, printing, rent, liability insurance, fingerprinting, and equipment for the administration and operation of the grant program. Please consult the OMB Circulars A-87 and A-127 for the list of allowable and unallowable costs.

Items	Rate	Cost
General office supplies	\$50/mo. x 12 mo.	\$600
Postage	\$40/mo. x 12 mo.	\$480
Fingerprinting	\$100.00 x 2 (staff visitation monitors)	\$200
Printing	100 program brochures for the year @ \$2.90 each	\$290
	TOTAL	\$990

OTHER DIRECT COSTS JUSTIFICATION: Describe need and explain how costs were estimated. Breakdown costs into cost/unit. Explain the use of each item requested.

The offices supplies and postage are needed for general operation of the grant program. The printing costs are needed to reproduce grant program brochures. Fingerprinting is required under the grant program and the costs are to ensure compliance for staff personnel.

Contractual & Consultant Services

Instructions: This budget category should contain any professional consultant services and associated costs necessary to complete program objectives. This should also include any contracts to any non-employees for services or products.

Subcontractor Name	Service	Rate	Cost
N/A			\$0
		TOTAL	\$0

CONTRACTUAL/CONSULTANT JUSTIFICATION: Explain the need for each contractual agreement and how they relate to the overall project.

N/A

SUBCONTRACTOR AGENCY BUDGET TOTAL

\$11,386

MATCH

Instructions: There is a 20% non-federal matching funds requirement for the grant. The match can be cash or in-kind. Describe the source of the match and projected costs to meet the match requirement.

Match Item	Match Source	Computation	Cost
Clerical Volunteer and Receptionist	In-kind	100 hrs x \$11	\$1,100
		TOTAL	\$9,757

MATCH JUSTIFICATION: Explain the type and source of the match that will be used to meet the grant requirement.

The agency will use a clerical volunteer and receptionist to answer phone, prepare grant program documents for clients, and schedule and coordinate visitation sessions.

PROGRAM INCOME

The court and any of its subcontractors are prohibited from collecting any program income for any clients served under the Access to Visitation Grant Program.

Program Income	Source of Program Income	Cost
Prohibited by the grant program for court and any of its subcontractors	N/A	\$0